



**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF OHIO
VACANCY ANNOUNCEMENT 15-08**

POSITION TITLE: Paralegal to U.S. Magistrate Judge **LOCATION:** Cleveland, Ohio

POSITION TYPE: Full-time permanent

SALARY RANGE: JSP-7 to JSP-11 (\$41,137 - \$79,145)

OPENING DATE: June 25, 2015

CLOSING DATE: Open until filled. Applications preferred by July 10, 2015

Starting salary commensurate with work experience, education, pay history and previous Federal Court experience. Promotion potential to JSP-11 without further competition.

POSITION OVERVIEW

The U.S. District Court for the Northern District of Ohio is seeking a Paralegal to perform administrative and legal duties for a U.S. Magistrate Judge. This position assists the judge in managing the daily activities of the office, managing and monitoring cases, and performing assigned paralegal and legal activities. Duties include but are not limited to:

- Reviewing legal documents for completeness and accuracy; conducting legal research; composing and preparing correspondence, orders and documents, some of which will require substantive research, analysis, or special handling.
- Performing administrative duties such as preparing and processing correspondence; receiving, screening and responding to telephone and in-person inquiries; coordinating the judge's schedule and maintaining necessary communication and updates with internal and external parties and stakeholders; preparing and processing travel and payment vouchers; preparing and processing financial disclosure reports and reports of non-case related travel; scheduling meetings; maintaining office supplies and inventory of office equipment; placing calls for repair of office equipment and physical plant.
- Tracking, monitoring and updating calendars/schedules, filings, hearings, etc. to ensure deadlines are met, tasks are prioritized, and action items are identified; reviewing daily reports to identify new filings; screening cases for potential conflict and maintaining recusal list.
- Maintaining chambers information and related storage and filing systems, including financial disclosure information, legal resources, case filings, correspondence, publication, forms and other documents.
- Compiling information and data to prepare routine and ad hoc reports.
- Filing orders, notices, and opinions in the court's electronic filing system; creating and updating standard templates and documents.
- Coordinating assignments and distributing information for chambers staff; provide orientation and training for chambers staff as requested; maintain time, attendance, and leave records for staff.

- Manage and resolve facilities, budgetary, and technology issues as necessary.

QUALIFICATIONS

Qualifications for all levels are pursuant to the Judiciary Salary Plan (JSP) for the U.S. Courts.

For JSP-7, a Paralegal Certificate or completion of the requirements for a Bachelor Degree. For JSP-8 to JSP-11, applicants must have progressively responsible experience that is in or closely related to the work of the position that has provided the particular knowledge, skills and abilities to successfully perform the duties of the position.

The number of years of progressively responsible experience required for JSP-8 to JSP-11 are:

- JSP-8 six months of experience,
- JSP-9 one year of experience,
- JSP-10 two years of experience, and
- JSP-11 three years experience **OR** a Juris Doctor degree from a law school of recognized standing is required.

Applicants should have:

- Knowledge of federal court administrative rules, procedures and protocols, knowledge of legal terminology, and case management systems (CM/ECF is preferred); ability to conduct legal research and analysis and acquire subject matter content as necessary.
- Skill in managing a court calendar and associated tasks and activities; skill in coordinating assignments for self and others while ensuring timely communication to all stakeholders.
- Excellent administrative and organizational skills; working knowledge of automated equipment and software including word processing, spreadsheets, PowerPoint, databases, case filing, case management, and research systems; ability to conduct research on internet and intranet.
- Skill in writing and editing legal documents with considerable accuracy, speed, attention to detail, and proper use of the English language and legal citations.
- Ability to interact effectively and maintain cooperative relationships with judges, chambers staff, and other court personnel to support the work of the judge; ability to communicate effectively with attorneys, parties, and jurors; ability to convene meetings, make oral presentations, and communicate results of research and analysis clearly and concisely orally and in writing.

BENEFITS

Employees of the United States District Court are eligible for, but not limited to, the following employment benefits: • Accrual of paid vacation and sick leave days, and paid holidays • Participation in pre-tax benefit programs (health, dental, and vision insurance programs; flexible spending accounts; commuter reimbursement benefit) • Group life insurance and long term care insurance • Participation in the Federal Employees Retirement System (FERS) • Traditional (pre-tax) and Roth (after-tax) retirement savings and investment plan through the Thrift Savings Plan (TSP) with employer matching contributions • Extensive on-line training options • Fitness center • Transit subsidy

CONDITIONS OF EMPLOYMENT

Applicants must be U.S. citizens or eligible to work in the United States. Judiciary employees serve under excepted appointments, are considered “at will” appointments, and can be terminated with or without cause by the Court. Employees are hired provisionally pending results of a background investigation and fingerprinting, and are subject to a probation period. All appointments are subject to mandatory electronic fund transfer (direct deposit) for salary payment. The U.S. Courts require employees to adhere to a Code of Conduct that is available to applicants for review at the court's web site.

INFORMATION FOR APPLICANTS

Applicants selected for interviews must travel at their own expense. Management may close this announcement at any time, and it is therefore recommended that applications be submitted as soon as possible. Interviews will be conducted as soon as possible.

The court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which action may occur without any prior written notice. The court will only communicate with those qualified applicants who are selected for an interview. If you are not notified, another applicant was selected.

HOW TO APPLY

Qualified persons must submit a cover letter, resume, two business references, and application form AO78, available at the court's web site (<http://www.ohnd.uscourts.gov/home/careers-in-the-court>). These applications will be held in the strictest confidence and can be sent via mail or e-mail to:

United States District Court
Human Resources, Attn: VA #15-08
801 West Superior Avenue, 1-115
Cleveland, OH 44113-1830

email: apply@ohnd.uscourts.gov

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.